

Job Opportunity Bulletin

Post Date: AUGUST 28, 2015

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,600 - \$5,758
Permanent, Full Time

FINAL FILING DATE: **SEPTEMBER 11, 2015**

RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on July 20, 2015, it is not necessary to submit a new application.

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

This position is within the Quality Management Section in the Program and Policy Branch. The focus of this position is implementation of the statewide Quality Assessment Project that collects consumer and family satisfaction and outcome data in order to evaluate the performance of the community developmental services system.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position # 473-225-5393-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Melissa Woodall

All applications will be screened
and only the most qualified will be
interviewed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Excellent analytical and critical thinking skills.
- ❖ Communicate effectively, verbally and in writing.
- ❖ Expertise in data management and analysis.
- ❖ Use of Microsoft Word, Excel, PowerPoint, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please be sure to include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-225-5393-101** on your application.

Possession of minimum qualifications (MQs) will be verified prior to interview and/or appointment. You must include proof of eligibility and any supporting documentation with your application. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Melissa Woodall

Number: (916) 322-9001

Email: melissa.woodall@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
PROGRAM AND POLICY BRANCH
QUALITY MANAGEMENT SECTION**

DUTY STATEMENT

JOB TITLE: Associate Governmental Program Analyst **POSITION #:** 473-225-5393-101

POSITION DESCRIPTION: The Quality Management Section oversees DDS' quality management initiatives and projects related to services for individuals with developmental disabilities. The focus of this position is implementation of the statewide Quality Assessment Project that collects reliable consumer and family satisfaction and outcome data in order to evaluate the performance of the community developmental services system. The position requires excellent analytical skills, critical thinking, strong writing skills, and expertise in data management and analysis.

SUPERVISION EXERCISED: N/A.

SUPERVISION RECEIVED: Reports to the Section Chief of the Quality Management Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Project/Contract management, including clarification of expectations, development of a plan, scheduling of timelines, monitoring/reporting on progress towards outcomes and achievement of outcomes.
- 20% Collection, organization, maintenance, analysis, and development of reports and recommendations on performance data.
- 20% Detailed review and editing of technical reports, and creation of report summaries for diverse audiences.
- 10% Maintenance of effective, ongoing communication and provision of training, technical assistance and support to the State Council on Developmental Disabilities, regional centers and other contractors/stakeholders.
- 5% Collaborate internally with other Divisions and externally with other State Agencies and Stakeholder groups.

Marginal Job Functions:

- 5% Produce related budget proposals, regulations, bill analysis and other written communications.
- 5% Participation in project groups, either as a team leader or team member.

JOB TITLE: Associate Governmental Program Analyst

POSITION #: 473-225-5393-101

WORKING CONDITIONS: Approximately 10 percent statewide travel, managing tight timelines and multiple priorities, sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Analytical concepts, principles, and techniques;.
- Government structure, organization and function.
- Planning, policy and systems/management analysis and program evaluation;
- Project management principles, including work plan development and budgeting; and
- Use of Computer hardware and software, including Microsoft Word, Excel, PowerPoint and Outlook.

Ability to:

- Manage multiple projects in order to meet Departmental goals and objectives;
- Communicate effectively, verbally and in writing, the results of analytical processes;
- Work collaboratively in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with contractors, regional center and developmental center administrators, other state agencies, peers, the public, and others;
- Apply analytical concepts, and reason logically to develop and recommend solutions or policy;
- Manage and work with various data sets to provide analysis and monitor system performance;
- Work in a lead capacity and coordinate work of others;
- Perform legislation review and analysis;
- Apply quality management principles and techniques;
- Represent the Department, as requested by the supervisor; and
- Work independently and as part of a team.

CERTIFICATION OR LICENSE: None.